

Emergency Motion Procedures CM/ECF Cases

- , Local Rule 9004-2 regarding appropriate caption should be followed, as well as the requirement for an accompanying Certificate of Necessity for an Emergency Hearing.
- , The filer is to contact the case manager via telephone that they have filed an emergency motion along with the required Certificate.
- , If the filer receives a voice mail message when the case manager is contacted, the filer needs to follow-up with the Supervisor by telephone to ensure that immediate action is taken.

Note: If CM/ECF is not accessible, the filing user will be allowed to fax emergency documents to the Clerk's office. The fax should contain proof that the system is not accessible. The Clerk's office will docket the fax as an original.